

1989 Fall External Studies Computer Classes



By Jim Schroeder



Dodge City Community College
2501 North 14th Avenue
Dodge City KS 67801-2399

Location:

The external studies meetings will meet at Dodge City Community College, in the Computer Lab Building. The Computer Lab Building is located just east of the dorms and north of Lake Charles.

Registration: No pre-registration is required.

You may register for any of these classes the first or second night of class or by telephone by calling (316) 225-4114.

Cost:

Cost for each class is \$76.00 for tuition and fees, plus books and supplies. Senior Citizens do not have to pay tuition if they qualify. Other scholarships are available to help with the cost of these classes.

Special Notice:

If you don't need college credits, you may audit any of these classes if you wish, make sure the instructor knows this when you register.

Other Locations:

*External Studies Classes can be taught at your
place of business at your convenience.*

For more details contact:

Jim Schroeder

Professor of Data Processing

at

Dodge City Community College

2501 North 14th Avenue

Dodge City KS 67801-2399

316-225-1321 Extension 289

or 1-800-742-9519 Extension 289

or at the lab phone 225-9873

Special Computer Classes offered by Arrangement

You may choose and use either the Apple Macintosh, Apple II, Apple GS, IBM PC, IBM System 2 or IBM compatible computers. These classes are for beginners or for people who own a computer and would like to know how to use it better.



Lotus 1-2-3 IBM Class

Night	Computer	Time	Cr
Tuesday	IBM	6:30-8:00pm	3 Hr

A Computer Programming-Business Applications class will be offered on the IBM System 2, IBM PC and IBM compatible computers. This class will use the Lotus 1 2 3 V 2.0 software. The student will become familiar with the spreadsheet and the what-if function. **The line number is 920371**.** This class will meet every Tuesday night for ten weeks starting Tuesday, August 29, 1989. No previous experience necessary. **Tuition and Fees \$76.**



Microsoft EXCEL Class

Night	Computer	Time	Cr
Tuesday	Macintosh, IBM	8:15-9:45pm	3 Hr

A Computer Programming-Business Applications class will be offered on the Macintosh and IBM computers. This class will use the Microsoft EXCEL software. "Excel is the new generation program that picks up where Lotus 123 quits." The student will become familiar with the spreadsheet, graphing, charting and the what-if function. **The line number is 920371**.** This class will meet every Tuesday night for ten weeks starting Tuesday, August 29, 1989. No previous experience necessary. **Tuition and Fees \$76.**



Macintosh Class for Beginners

Night	Computer	Time	Cr
Wednesday	Macintosh	6:30-8:00pm	3 Hr

An Introduction to Computers and their Applications class will be offered on the Apple Macintosh computer. This class will use the Microsoft Word 4, and Full Paint Software. The student will become familiar with the word processor, mail merge, spell checker, graphics, and database. **The line number is 952011**.** This class will meet every Wednesday night for ten weeks starting August 30, 1989. No previous experience necessary. **Tuition and Fees \$76.**



Desktop Publishing & Printing Class



PageMaker 3.01

Night	Computer	Time	Cr
Wednesday	Macintosh, IBM	8:15-9:45pm	3 Hr

A Computer Programming-Business Applications class will be offered on the Adlus Pagemaker 3. This class will use Adlus Pagemaker 3, scanners, Laser printers and other Graphic programs. **The line number is 920371**.** This class will meet every Wednesday night for ten weeks starting Wednesday, August 30, 1989. No previous experience necessary. **Tuition and Fees \$76.**



Filemaker Class...



FileMaker II

... At Last!

FileMaker II

Night	Computer	Time	Cr
Thursday	Macintosh	6:30-8:00pm	3 Hr

An Introduction to Data Processing class will be offered on the Apple Macintosh computer. This class will use the Filemaker II Software. The student will become familiar with the database, scripts, mail merge, checkbook accounting, grade books, and some accounting. **The line number is 920111**.** This class will meet every Wednesday night for ten weeks starting Thursday, August 31, 1989. No previous experience necessary. **Tuition and Fees \$76.**

Framework III

"Computer Appreciation II"

Night	Computer	Time	Cr
Thursday	IBM	8:15-9:45pm	3 Hr

This Computer Programming-Business Applications class will be offered on the IBM computer. This advanced class will use the Framework III. The student will become familiar with the advanced word processor, mail merge, spell checker, graphics, and database. **The line number is 920371**.** This class will meet every Thursday night for ten weeks starting Thursday, August 31, 1989. Prerequisite: CS 100-Computer Appreciation. **Tuition and Fees \$76.**



Saturday Class For Apple II and Apple GS

Day	Computer	Time	Cr
Saturday	Apple II & GS	8:30am-12:30pm	3 Hr

An Introduction to Computer class will be offered on the Apple II/e, Apple II/c and Apple GS computers. This class will use the Appleworks (including the new 3.0 version of Appleworks), Graphworks, Sideways and Webster's Dictionary software. The student will become familiar with the word processor, spreadsheet, database and mailmerge. **The line number is 952011**.** This class will meet six Saturdays, Aug. 26, Sept. 9, 16, 23, 30, and Oct. 7, 1989. No previous experience necessary. **Tuition and Fees \$76.**

**** These classes are external studies classes and students are not required to meet during these times. Arrangements can be made with the instructor to work on these classes at other times that would match your schedule. Students who enroll in an external studies class must maintain a log of the time spent on class work. A minimum of forty-five hours of work and four meetings with the instructor are required to complete course.**